A GUIDE TO

ARCHITECTURAL

LICENSING IN

CALIFORNIA

candidate's
HANDBOOK

CANDIDATE HANDBOOK

The California Architects Board (CAB) was created in 1901 to protect the public health, safety, and welfare by regulating the practice of architecture in California. It is one of numerous boards, bureaus, commissions, committees, and programs within the Department of Consumer Affairs responsible for consumer protection and regulation of a licensed profession.

CAB is composed of 10 members, five members are architects and five are public members. The Governor appoints the five architect members and three of the public members. The Speaker of the Assembly and the Senate Rules Committee each appoint a public member to the Board.

CAB has been requiring a licensing examination since 1936. Currently candidates are required to complete the nine-division national computerized examination, the Architect Registration Examination, and the California Supplemental Examination, which is administered in an oral format prior to licensure in California.

CAB establishes regulations for examination and licensing of the profession of architecture in California, which today numbers over 22,000 active licensed architects and over 11,000 candidates who are in the process of meeting examination and licensure requirements.

CAB expects its licensees to be familiar with and understand the provisions of the California *Architects Practice Act*, with special attention directed to its Rules of Professional Conduct. The *Architects Practice Act* is available online on the CAB Web site at www.cab.ca.gov.

Candidates and other unlicensed individuals should be aware that in California it is a misdemeanor punishable by fine and/or imprisonment to practice architecture, to offer architectural services, to represent oneself as an architect, or to use any term confusingly similar to the word architect unless one holds a current, valid license issued by CAB to practice architecture.

CAB's automated telephone system, (916) 574-7220, operates on a 24-hour basis so that the public can access recorded information about Board functions or request application materials anytime. Normal working hours are 8 a.m. to 5 p.m., Monday through Friday, except state holidays.

You can also access information, download forms, and request documents on CAB's Web site at www.cab.ca.gov or reach us by email at cab@dca.ca.gov .

<u>General Requirements/Starting the Process</u>
California's examination and licensure requirements are more flexible than most other jurisdictions. To assess a candidate's knowledge, skills, and ability to perform the services required of a competent architect in California, CAB looks at three separate aspects of an individual's architectural development - education, experience, and examination. No single aspect can accurately determine whether an individual is qualified to be licensed to practice architecture in California.

To become licensed, candidates must complete a total of eight years of education and/or work experience requirements, must pass the Architect Registration Examination (ARE), complete the Comprehensive Intern Development Program/Intern Development Program (CIDP/IDP), and pass the California Supplemental Examination (CSE).

Candidates for examination and licensure must provide verification of at least the following amounts of education and/or work experience:

- Five years of educational and/or experience equivalents for the ARE (See page 7)
- Three years of additional educational and/or experience equivalents for the CSE (See page 11)
- Completion of CIDP/IDP (See page 6)

Credit is granted for education and experience pursuant to the Table of Equivalents. The Table is contained in CAB's regulations, and its requirements cannot be waived.

A candidate begins the licensure process by applying to CAB to establish his or her examination eligibility. Upon receipt of a completed *Application for Eligibility Evaluation*, the $100 eligibility review fee, school transcripts, and *Employment Verification Forms*, CAB performs an evaluation of the documents. CAB reviews transcripts and *Employment Verification Forms* to determine which categories of the Table of Equivalents apply and the appropriate amount of credit to be granted.

<u>EDUCATION</u>

CAB grants credit for degrees and units earned toward degrees in architecture and, to a limited extent, in other fields of study. Credit is granted for education according to the Table of Equivalents contained in regulation.

California does not require an accredited degree in architecture for examination and licensure. California candidates may be granted credit for qualifying work experience to fulfill the education portion of the examination and licensure eligibility requirements. However, many other states and the National Council of Architectural Registration Boards (NCARB) require an accredited degree to become licensed in those states and/or certified by NCARB. (See page 14 for general information on NCARB.)

Accredited and Nonaccredited Degree Programs

The National Architectural Accrediting Board (NAAB) is the only accrediting body for professional architectural degree programs in the U.S. NAAB accredits the professional degree programs within the schools, not the schools themselves. The NAAB accreditation process requires:

- the school to submit an Architecture Program Report that defines the architecture program and its various contexts,
- an on-site visit by a team appointed by NAAB,
- a Visiting Team Report to NAAB and the school, and
- action by NAAB's board of directors to determine the term of accreditation, if applicable.

CAB grants educational credit toward eligibility for examination and licensure as follows:

- Five years for an NAAB-accredited professional degree in architecture
- A maximum of four years for a nonaccredited professional degree in architecture
- Various amounts for other degrees and for units earned toward degrees according to the Table of Equivalents

Many architectural schools offer both NAAB-accredited and nonaccredited degree programs. The advantage of having a degree from an NAAB-accredited program is immediate eligibility for the written examination, in addition to facilitating future reciprocal licensure with another state and/or NCARB certification, if desired (see page 14). You may visit NAAB's Web site at www.naab.org for a list of the most current accredited degree programs.

Architectural degrees from programs accredited by the Canadian Architectural Certification Board (CACB) are considered equivalent to NAAB-accredited degrees and granted five years of credit.

When a candidate is working toward a degree in architecture or in a field related to architecture, the maximum credit CAB grants for the units earned toward that degree is six months less than the maximum credit that would be granted if the degree had been obtained. CAB conducts a unit evaluation to grant credit in this instance. For the unit evaluation, 30 semester or 45 quarter units are considered one academic year. Therefore, CAB grants 4 years of educational credit to a candidate who has earned 120 semester units of the required units for an NAAB-accredited degree. Fractions greater than one-half of an academic year are counted as one-half of a year, and smaller fractions are not counted. Once the candidate obtains the degree and CAB receives an updated transcript from the school, CAB adjusts the evaluation to reflect the higher amount of educational credit.

Generally, candidates may not receive credit for more than one degree. However, a candidate who possesses a professional degree in architecture and a post-professional degree (i.e., Master of Science, Ph.D.) in architecture may receive one additional year of credit for the post-professional degree.

Community Colleges and Technical Schools

A candidate who has degrees from both a community college and a university is only granted credit for the degree that gives the most credit. In most cases, CAB grants credit for a community college education only if a degree is obtained. Credit is granted for units earned at a community college without a degree only if those units are transferred to and accepted by a higher institution. CAB may allow credit for technical school degrees if they are in a field related to architecture. Credit is only granted for a technical school education if a certificate of completion is obtained.

Foreign Education

Candidates may receive credit for education at foreign colleges and universities. An educational evaluation service approved by NAAB or the National Association of Credential Evaluation Services, Inc. must evaluate certified original transcripts and diplomas from the foreign school(s) to equate the degree toward a comparable U.S. degree. A list of approved education evaluation services is available on the CAB Web site at www.cab.ca.gov under Candidate Information. The service must submit the original recommendation along with transcripts directly to CAB. The candidate is responsible for any cost of evaluation. Candidates who have received a CACB-accredited degree from a Canadian school are not required to submit an evaluation. (See page 3 regarding accredited Canadian degrees.)

Transcripts

To receive credit for post-secondary education, an original transcript must be submitted to CAB directly from the school. Transcripts submitted by candidates or marked "Issued to Student" will not be accepted. CAB grants credit only for degrees posted on the transcript at the time of evaluation and cannot grant credit based on an anticipated date of graduation. Work experience obtained as a required part of a degree program where educational credit is earned is not granted separate work experience credit.

EXPERIENCE

CAB grants credit for work experience under the direct supervision of a licensed architect with a valid, current license to practice. Credit for work experience as or under the direct supervision of a U.S. registered civil or structural engineer, U.S. licensed landscape architect, California licensed general building contractor, and California certified building official is not granted until after the candidate has documented at least five years of verified education and/or work experience under the direct supervision of a licensed architect. The maximum amount of credit granted for any combination of this work experience is two years.

Credit is granted for work experience according to the Table of Equivalents. The Table is contained in CAB's regulations, and its requirements cannot be waived. The Table of Equivalents is available on CAB's Web site at www.cab.ca.gov.

Work Experience Credit

CAB evaluates work experience based on a calendar month of 40-hour work weeks. CAB grants credit for both part-time and full-time work experience. Candidates may obtain work experience while in college, prior to any college education, or after graduation.

To receive credit for work experience, the licensed professional who supervised the candidate's work must complete and sign an *Employment Verification Form*. Work experience credit is granted toward eligibility for examination and licensure as follows:

- 100% credit for work experience under the direct supervision of U.S. licensed architects
- 50% credit for work experience under the direct supervision of architects licensed in qualifying foreign countries up to a maximum of seven years of credit
- 50% credit for work experience under the direct supervision of U.S. registered civil or structural engineers and/or U.S. licensed landscape architects up to a maximum of two years of credit
- 50% credit for work experience under the direct supervision of California licensed general building contractors or California certified building officials up to a maximum of one year of credit

All candidates must earn at least one year of credit under the direct supervision of an architect licensed in a U.S. jurisdiction or two years of experience under the direct supervision of an architect registered in a Canadian province before establishing eligibility for the CSE or licensure.

To a limited extent, candidates may obtain credit as a licensed architect, registered civil and/or structural engineer, licensed general building contractor, licensed landscape architect, or certified building official. In order to verify the experience, the candidate must submit an *Employment Verification Form* on their own behalf, a project list, along with proof of licensure, registration or certification.

Candidates may be granted credit for work experience obtained while enrolled in a college or university. CAB grants a maximum of one year of credit for work experience obtained under the direct supervision of a licensed architect, U.S. registered civil or structural engineer, U.S. licensed landscape architect, California licensed general building contractor, or a California certified building official while enrolled in school. Work experience obtained as a required part of the degree program where educational credit is earned is not granted separate work experience credit.

Employment Verification Forms
CAB requires candidates to submit verification for all work experience on *Employment Verification Forms*, or by having NCARB transmit an NCARB IDP Council Record directly to CAB. The *Employment Verification Form* must contain the dates of employment; hours worked per week; name and address of the company; and the supervising professional's name, individual license number, license issue date, and original signature. CAB does not evaluate copies of forms that do not include an original signature or include strikeouts or corrections in the information.

When CAB receives a new *Employment Verification Form*, an evaluation update is completed and a notice is mailed to the candidate advising of his or her current file status. Candidates can request an update of their evaluation at any time throughout the year.

It is important for candidates to keep current on the submission of *Employment Verification Forms*. CAB recommends that candidates keep a supply of *Employment Verification Forms* on hand and complete one at least every six months.

Pursuant to CAB's Rules of Professional Conduct (Section 160 of the regulations), architects must represent a candidate's training and experience accurately when providing information in connection with the candidate's application for licensure. Therefore, architects are required to complete *Employment Verification Forms* on behalf of candidates whom they have supervised.

Comprehensive Intern Development Program/Intern Development Program (CIDP/IDP)

Effective January 1, 2005, CAB requires new candidates to complete prior to eligibility for the CSE and licensure an evidence-based structured internship program, CIDP, in conjunction with IDP administered by the NCARB. This requirement affects new candidates applying for exam eligibility on or after January 1, 2005, as well as candidates who were previously eligible but who have not taken an exam as a candidate of CAB for five or more years and who are re-applying for eligibility on or after January 1, 2005.

Candidates who are eligible for the ARE on or before December 31, 2004 and who continue to remain active in the exam process are exempt from the CIDP/IDP requirement.

The NCARB IDP requirement:

- helps ensure that all interns gain breadth of skills and knowledge essential for competent practice
- provides a more clearly defined and consistent pathway for licensure for interns
- provides interns with the tools to meet the challenges of the changing profession
- helps interns effectively prepare for the licensure examinations
- strengthens interns' ability to obtain reciprocal licensure in other jurisdictions

The primary goals of CIDP are to provide greater assurance of the value of intern experience in key activities of NCARB's IDP training areas and to improve intern and supervisor interaction through discussions about the evidence documentation. Since CIDP is completely aligned with the training areas of IDP, CIDP records for CAB are maintained simultaneously while maintaining the NCARB Council record of training units for IDP.

CAB grants a maximum of five years of education or work experience credit to individuals who have completed the program. To obtain credit for completion of IDP, a candidate must have his or her IDP Council Record transmitted by NCARB directly to CAB for evaluation.

Details about CIDP are contained in the *CIDP Handbook*, which is available on CAB's Web site. Details about IDP are available on NCARB's Web site at www.ncarb.org and are contained in the *IDP Guidelines*, which can also be downloaded from CAB's Web site.

Most jurisdictions require completion of the IDP requirements for initial state licensure, and NCARB requires IDP for NCARB certification. Completion of the Canadian IAP is considered equivalent to completion of IDP.

ARCHITECT REGISTRATION EXAMINATION

Candidates for the Architect Registration Examination (ARE) may apply for eligibility evaluation at any time year-round when they feel they have met the eligibility requirements of the minimum five years of qualified education and/or work experience credit.

Once a candidate is deemed eligible to begin taking the ARE, CAB transmits the candidate's information and eligibility status to NCARB or its authorized representative. Approximately two weeks after NCARB has been notified of a candidate's eligibility, NCARB mails an Authorization to Test, a list of computer testing center locations, and the *ARE Guidelines*, which contains information regarding test procedures, examination fees, and other exam-related information. The candidate's examination eligibility remains valid as long as the candidate is active in the examination process.

Candidates may schedule appointments for the desired division(s) of the ARE at any time once eligibility has been established.

Examination Eligibility
Five years of post-secondary education and/or work experience under the direct supervision of a licensed architect as evaluated by CAB is required for eligibility for the ARE. Eligibility is based upon the evaluation of school transcripts and/or *Employment Verification Forms*.

ARE Information
The ARE, developed by NCARB, is the national computerized architectural licensing examination that consists of nine separate divisions. The ARE examines candidates for their knowledge, skills, and ability to provide the various services required in the design and construction of buildings.

All divisions of the ARE, including the graphic Site Planning, Building Planning, and Building Technology divisions, are administered exclusively on computer with computer grading. A general description of each division's content is listed below. The testing times indicated in parentheses are current as of April 2006 and do not include time for the tutorial at the beginning of the division, any mandatory breaks for the graphic divisions, or the brief evaluation questionnaire at the end of the division.

Building Planning (5 hours)
The resolution of programmatic and contextual requirements into a responsive and cohesive solution through the process of schematic design.

The Building Planning division consists of the following two vignettes:
• Interior Layout
• Schematic Design

Building Technology (5.25 hours)
The integration of building systems into a cohesive solution that responds to technical and life-safety considerations.

The Building Technology division consists of the following six vignettes:
• Building Section
• Structural Layout
• Accessibility/Ramp
• Mechanical and Electrical Plan
• Stair Design
• Roof Plan

Construction Documents and Services (3 hours)
The application of project management and professional practice knowledge and skills, including the preparation of contract documents and contract administration.

General Structures (2.5 hours)
The identification and incorporation of general structural principles in the design and construction of buildings.

Lateral Forces (2 hours)
The identification and incorporation of lateral force principles in the design and construction of buildings.

Building Design/Materials and Methods (2 hours)
The application of knowledge and skills relating to evaluation and selection of building systems and related environmental issues; application of codes and regulations; use of materials and related technologies; and project and practice management during the schematic design and design development phases.

Mechanical and Electrical Systems (2 hours)
The evaluation, selection, and integration of mechanical, electrical, plumbing, conveying, and specialty systems in building design and construction.

Pre-Design (2.5 hours)
The application of project development knowledge and skills relating to architectural programming; environmental, social, and economic issues; codes and regulations; project and practice management; and site planning and design.

Site Planning (3 hours)
The integration of programmatic and site requirements into a responsive and cohesive solution taking into consideration factors such as topography, vegetation, climate, geography, and regulatory aspects of site development.

The Site Planning division consists of the following three vignettes:
• Site Design
• Site Zoning
• Site Grading

Scheduling Procedures
The nine divisions of the ARE are administered year-round, six days a week – Monday through Saturday – at approximately 20 computer testing centers throughout California. Additionally, the ARE is administered throughout the U.S., the District of Columbia, Guam, Puerto Rico, the Virgin Islands, and Canada. Eligible candidates may take the ARE at a computer-testing center in any participating jurisdiction.

Scheduling information is included in the *ARE Guidelines*. There is no set schedule for the administration of the divisions; candidates may schedule appointments based on their personal preference and testing center availability. Eligible candidates may schedule an appointment to take any division of the ARE directly with the desired computer-testing center, by calling the centralized toll-free telephone number for all computer-testing centers or scheduling on-line at www.2test.com.

Fees for the examination divisions are made payable to NCARB or its authorized representative and may be made by credit card, check or money order to purchase a voucher as described in the *ARE Guidelines*.

Test fees are nonrefundable. Once an appointment is scheduled, the test fee cannot be refunded. If an appointment is cancelled in accordance with provisions explained in the *ARE Guidelines*, the fee will remain valid for a period of one year from the date the payment is processed. If the division is not rescheduled and taken within this one-year period, the entire test fee is forfeited.

Any changes to scheduled appointments will be subject to the rescheduling fee in accordance with provisions explained in the *ARE Guidelines*.

Scoring
All divisions of the ARE – multiple-choice and graphic – are graded by computer. Scores from the individual divisions cannot be averaged. Each division of the examination must be passed independently. Candidates receive credit for divisions passed and must retake only those divisions not yet passed.

Results
Examination results for the ARE divisions are mailed approximately two to four weeks after a candidate has taken a multiple-choice division and approximately four to six weeks after a candidate has taken a graphic division. Results are reported as PASS or FAIL only – no numerical scores are given. Exam results cannot be released at the test center or given over the telephone. Diagnostic information regarding the candidate's weaknesses is included with the examination result letter for failed divisions. In addition, CAB does not have any provision for candidates to review or appeal ARE divisions.

To maintain examination security and limit overexposure to the examination questions, candidates are not allowed to retake a failed division of the ARE within six months after the date on which the candidate last failed the division.

Rolling Clock

Effective January 1, 2006, NCARB implemented a "rolling clock" provision regarding the validity of ARE scores. Under the provisions of the rolling clock, candidates for the ARE must pass all nine divisions of the exam within a five-year period. NCARB has established an exemption provision for candidates who were in the exam process prior to 2006 and have passed one or more ARE division(s).

Following are explanations of how the new requirement will apply to individuals at various stages of ARE completion:

- Candidates who have passed all divisions of the ARE as of January 1, 2006, regardless of the time taken, will have passed the ARE and will not be subject to the new rolling clock provision.

- Candidates who have passed one or more but not all divisions of the ARE by January 1, 2006 will have five years to pass all remaining divisions. A passing grade for any remaining division will be valid for five years, after which time the division must be retaken if the remaining ARE divisions have not yet been passed. The five-year period will commence after January 1, 2006 on the date when the first passed division is administered. Divisions passed before January 1, 2006 will not have to be retaken.

- Candidates who have not passed any divisions of the ARE by January 1, 2006 will be subject to the five-year rolling clock provision. The five-year period will commence on the date when the first passed division is administered and will apply to all divisions taken by the candidate.

Computer Information

No prior computer experience is necessary. Candidates use a mouse to record their answers for the multiple-choice divisions and create solutions for the graphic divisions. Prior to the start of each division, a tutorial provides candidates with the opportunity to become familiar with the computer and how to record answers. The tutorial familiarizes candidates with the keyboard, screens, icons, and other administration features.

In coordination with its test consultant, NCARB developed its own computer program for the graphic divisions of the ARE. Therefore, the program is not identical to any commercially available program, such as AutoCAD.

References and Study Materials

NCARB includes a list of specifications and references for each division in the *ARE Guidelines*. NCARB developed a practice computer program for the graphic divisions of the ARE, which can be downloaded from NCARB's Web site at www.ncarb.org. The program is available in a PC-compatible format only.

NCARB also has available for purchase two study guides for the ARE - one for the multiple-choice divisions and one for the graphics. Please contact NCARB at (202) 783-6500 for information on how to purchase the guides or they can be purchased and downloaded from NCARB's Web site at http://www.ncarb.org/publications/arestudyguides.html.

In addition, some chapter offices of The American Institute of Architects (AIA), some schools, and other organizations offer seminars or study groups. Please be aware that CAB does not contribute to nor endorse any examination seminar or study group.

Reasonable Accommodations

CAB has a procedure for granting reasonable testing accommodations to candidates with qualifying disabilities as outlined under the Americans with Disabilities Act. Candidates who may need extra testing time or other accommodations during the examination may be granted additional testing time, additional rest periods, separate testing facilities, and, to a limited extent, special testing equipment.

Candidates must submit requests in writing with documentation of the disability from a qualified, licensed professional. In order for passing scores obtained under reasonable testing accommodations to be recognized by other states for possible future licensure or by NCARB for possible future NCARB certification, the request for reasonable accommodations must be reviewed and approved by both CAB and NCARB. Requests that are denied by NCARB may be approved by CAB. In that instance, any passing scores obtained under the reasonable testing accommodation may be recognized in California only.

Candidates with disabilities who plan to seek reasonable testing accommodations should contact CAB at the time of initial application for eligibility evaluation in order to obtain current information on the application process as it relates to reasonable accommodations and qualifying disabilities. The *ARE Special Testing Accommodations Request Form* is available on CAB's Web site at www.cab.ca.gov under Forms and Publications.

CALIFORNIA SUPPLEMENTAL EXAMINATION

Prior to taking the California Supplemental Examination (CSE), candidates must provide verification of the following:

- eight years of post-secondary education and/or work experience as evaluated by CAB, at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction or at least two years of experience under the direct supervision of an architect registered in a Canadian province, and
- completion of CIDP/IDP, if applicable,
- successful completion of the ARE (the Board permits candidates to take ARE divisions while concurrently completing IDP).

The CSE is based on a test plan that is divided into two primary areas of architectural practice - Organization of Architectural Practice and Delivery of Architectural Services. The tasks are organized into four categories as follows:

- *Professional Organization*
- *Professional Responsibilities and Conduct*
- *Research, Programming, and Analysis*
- *Project Scope and Implementation*

Organization of Architectural Practice reflects the application of knowledge necessary to manage and provide professional services in a competent, ethical, legal, cost-effective, and timely manner. Delivery of Architectural Services reflects the application and integration of architectural principles and knowledge to create or modify built environments consistent with the protection of the public's health, safety, and welfare.

Each form of the CSE is based on a hypothetical project and includes graphic and written documents that candidates have the opportunity to review before and have access to during the supplemental examination. The project description and graphics provide a focus for the examination questions and establish a context for candidate responses.

The CSE is a structured oral examination that lasts approximately 1.5 hours, during which the candidates are given the opportunity to demonstrate through oral responses their overall understanding of architectural practice. Candidates are required to demonstrate at least entry-level competence in the areas outlined in the supplemental examination test plan. A competent entry-level architect is one who is able to discharge the responsibilities incumbent upon him or her in providing professional architectural services to the public. A competent entry-level architect must understand the integration of architectural practice and the architect's responsibilities as they relate to architectural practice in California.

References and Study Materials
CAB provides a list of CSE reference materials to candidates with the initial eligibility examination application packet. The test plan for the supplemental examination is included in the *California Supplemental Examination Candidate Brochure* that is sent to supplemental examination candidates upon determination of their eligibility. The study materials are available on the CAB Web site at www.cab.ca.gov under Candidate Information.

In addition, some chapters of the AIA hold "mock" California Supplemental Examinations for candidates. Please be aware that CAB does not contribute to nor endorse any supplemental examination study guide or training seminar. Providers of such are not given any information beyond what is available in the *Candidate Brochure* or otherwise provided to candidates.

Reasonable Accommodations
CAB has a procedure for granting reasonable testing accommodations to CSE candidates with qualifying disabilities.

Candidates with disabilities who plan to seek reasonable testing accommodations should contact CAB at the time of initial application for the CSE in order to obtain current information on the process as it relates to reasonable accommodations and qualifying disabilities.

LICENSURE

Eight years of post-secondary education and/or work experience as evaluated by CAB, including at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction or two years of work experience under the direct supervision of an architect registered in a Canadian province and successful completion of both the ARE and CSE.

MISCELLANEOUS INFORMATION

Inactive Candidate
An inactive candidate is a candidate who has not taken an exam for five or more years. Files of inactive candidates are purged. However, the history of the candidate's exam scores taken on or before December 31, 2005 remain intact based on NCARB's rolling clock provision (see page 10).

Candidates who are eligible for the exam on or before December 31, 2004 and who are and continue to be active will be exempt from the CIDP/IDP requirement.

Retention of Application Files
CAB retains for an indefinite period of time the application files of candidates who are active in the examination process. A candidate who has not taken an examination for five or more years is considered an inactive candidate. The application files of inactive candidates are purged; however, the examination scores not subject to the rolling clock provision remain valid (see page 10).

An inactive candidate whose file has been purged and who later wishes to resume the examination process must reapply to CAB by submitting the appropriate application, the current eligibility review fee, and the supporting documentation prior to being evaluated under the Table of Equivalents that is current at the time of reapplication.

Transcripts, foreign evaluations, and *Employment Verification Forms* submitted by individuals who have not also submitted an *Application for Eligibility Evaluation* are retained for two years, and then purged.

Student Loan Deferments
Candidates for the architectural licensing examination who are applying for a deferment of their student loan through a program administered by the federal government must complete the appropriate application and submit the necessary documentation — transcripts, *Employment Verification Forms*, etc. — for an evaluation. In addition, loan deferment applicants must pay the $100 eligibility review fee. CAB does not complete the loan deferment application forms provided by the lending institution; instead, CAB provides a substitute loan certification letter that lending institutions may accept.

Name and Address Changes
Once a candidate has established a file with CAB, all name and address changes must be submitted in writing. Name changes must be accompanied by appropriate legal documentation. It is the responsibility of the candidate or licensee to keep CAB informed at all times of his or her current address. The *Name Change Affidavit* and *Change of Address* forms and instructions are available on CAB's Web site at www.cab.ca.gov.

Publications
CAB offers several publications free to the public, including the *Consumer's Guide to Hiring an Architect* and the *Architects Practice Act*. Public notices regarding various changes to the law and upcoming meetings are provided to individuals on CAB's mailing list and are referenced on CAB's Web site at www.cab.ca.gov. To be included on the mailing list, an individual should submit a written request to CAB. On its Web site, CAB maintains a list of currently licensed architects, which is updated every 24 to 48 hours.

National Council of Architectural Registration Boards
NCARB was created in 1919 to facilitate uniformity in licensing and practice laws among all states and territories that regulate the practice of architecture. NCARB is comprised of 55 member boards, including the architectural registration boards from all 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands.

The objective of NCARB is to work together as member boards to safeguard the health, safety, and welfare of the public and to assist member boards in carrying out their duties. NCARB does this by developing and recommending standards for registration, developing and recommending guidelines and model laws for regulating the practice of architecture, and providing a process for certifying to member boards an applicant's qualifications for registration.

NCARB works to facilitate reciprocity among member boards for licensed architects by issuing its certificate to those architects who qualify. The NCARB certificate demonstrates that an individual has met the NCARB standards for education, training, examination, registration, and character. Briefly, those standards include an NAAB-accredited professional degree in architecture and completion of IDP. Some member boards require an NCARB certificate for registration by reciprocity. California does not require an NCARB certificate for reciprocal licensure. All states and jurisdictions, however, recognize the NCARB certificate in support of an application for reciprocal registration to practice architecture in that jurisdiction. Some states, including California, require an additional examination to further

demonstrate competency in state-specific areas such as lateral forces (seismic, wind, etc.), regional construction, local state laws, and the integration of architectural practice.

For more detailed information on NCARB certification and other NCARB programs and services, you may contact NCARB at the Web site, address, or telephone number listed on page 18.

Licensure in Another State
Candidates seeking licensure outside of California may request that a certification of examination scores and/or a copy of their file be sent by CAB to another state board. Requests for either of the above must be submitted in writing to CAB. Most states require candidates to complete the requirements of IDP for initial licensure. In addition, approximately 34 states currently require candidates to earn an NAAB-accredited degree in architecture to become licensed.

Since every state has its own unique requirements, CAB recommends candidates contact the specific state board directly and/or NCARB prior to applying.

Appendix A

DEGREE PROGRAMS
At the time of publication, the following California schools offered NAAB-accredited degree programs in architecture:

California College of the Arts
www.cca.edu

California Polytechnic State University, San Luis Obispo
www.calpoly.edu

California State Polytechnic University, Pomona
www.csupomona.edu

NewSchool of Architecture & Design
www.newschoolarch.edu

Southern California Institute of Architecture
www.sciarc.edu

University of California, Berkeley
www.berkeley.edu

University of California, Los Angeles
www.aud.ucla.edu

University of Southern California
arch.usc.edu

Woodbury University
www.woodbury.edu

In addition, these and other schools may also offer nonaccredited degree programs. Please refer to the school catalogs for specific information.

Degrees in the following programs are recognized by CAB as related to architecture:

Architectural Design

Architectural Engineering

Architectural Studies

Architectural Technology

Building Science

City and Regional Planning

Civil Engineering

Construction Engineering

Construction Management

Electrical Engineering

Environmental Design

Interior Architecture

Landscape Architecture

Mechanical Engineering

Structural Engineering

Urban and Regional Design

Appendix B

American Institute of Architects
1735 New York Avenue, NW,
First Floor
Washington, DC 20006
(202) 626-7300
www.aia.org

American Institute of Architects,
California Council
1303 J Street,
Suite 200
Sacramento, CA 95814
(916) 448-9082
www.aiacc.org

The American Institute of
Architecture Students
1735 New York Avenue, NW
Washington, DC 20006
(202) 626-7472
www.aiasnatl.org

Association of Collegiate
Schools of Architecture
1735 New York Avenue, NW
Washington, DC 20006
(202) 785-2324
www.acsa-arch.org

Canadian Architectural Certification Board
1508-1 Nicholas Street
Ottawa Ontario
K1N 7B7
(613) 241-8399
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